



Interim Members' Guide

Information for Members on indemnities, benefits,
allowances, services and interparliamentary relations



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Introduction

I am pleased to provide you with this *Interim Members' Guide*, which provides Members of the Legislative Assembly with a single reference for frequently required information. It includes up-to-date information on the services available to Members, including remuneration, benefits and allowances.

Please note that the House Services chapter and the Index are under revision.

Inquiries regarding information in this guide should be directed to the appropriate managers, whose names and phone numbers are listed in the directory.

The Assembly's intranet is also an excellent source of information:
<http://ourhouse>.

The Honourable Ken Kowalski
Speaker of the Legislative Assembly

March 2008

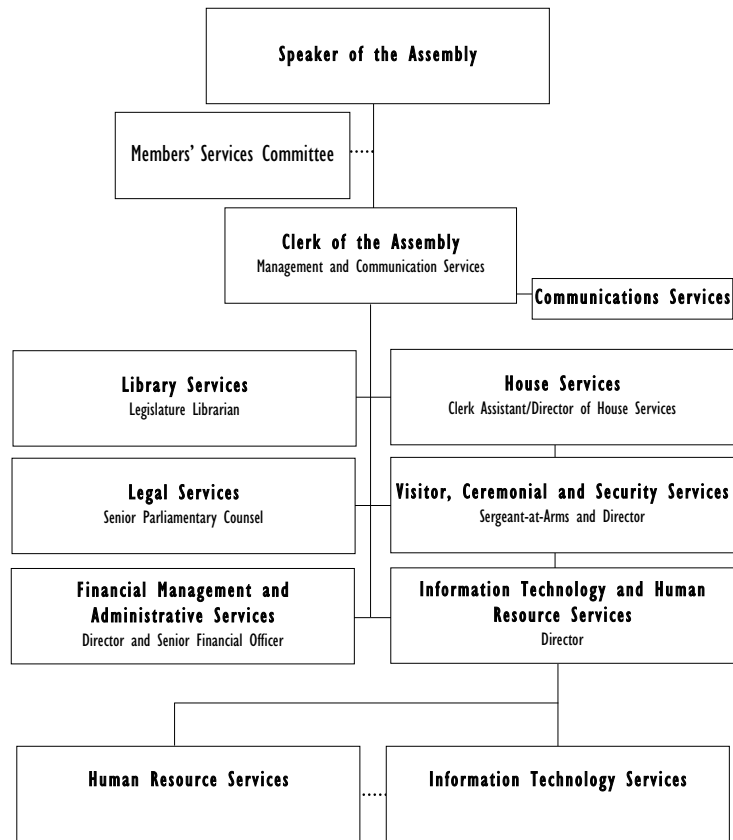


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Under Revision

Directory

For more information please consult PeopleFind on the Legislative Assembly Office's intranet site at <http://ourhouse> and the Legislative Assembly of Alberta's website at www.assembly.ab.ca

Mailing Addresses

Legislature Building

10800 – 97th Avenue NW
Edmonton, AB T5K 2B6 (Premier's Office: T5K 2B7)

Legislature Annex

9718 – 107th Street NW
Edmonton, AB T5K 1E4

Caucus Offices

Progressive Conservative Caucus Office

Switchboard (780) 427-1800

Liberal Caucus Office

Switchboard (780) 427-2292
or (780) 427-2293

New Democrat Party Caucus Office

Switchboard (780) 415-1800

Legislative Assembly Office

Legislature Information Line (780) 427-2826
website: www.assembly.ab.ca

Office of the Speaker

Hon. Ken Kowalski
325 Legislature Building
Phone (780) 427-2464
Fax (780) 422-9553

Office of the Clerk

801 Legislature Annex (outside session)
313 Legislature Building (during session)
Phone (780) 427-2478
Fax (780) 427-5688

Clerk of the Assembly

Dr. David McNeil (780) 427-1347
david.mcneil@assembly.ab.ca

Communications Services

Manager, Communications Services
Rhonda Sorensen (780) 427-1653
rhonda.sorensen@assembly.ab.ca

House Services

Committee Services

801 Legislature Annex (outside session)
315 Legislature Building (during session)
Fax (outside session) (780) 427-5688
Fax (during session) (780) 422-1757

Clerk Assistant and Director of House Services

Louise Kamuchik (780) 427-2480
During session (780) 427-1351
louise.kamuchik@assembly.ab.ca

Journals

Clerk of Journals/Table Research

Micheline Gravel (780) 422-3949
micheline.gravel@assembly.ab.ca

Hansard

1001 Legislature Annex

Fax (780) 427-1623

Managing Editor

Liz Sim (780) 427-1875
liz.sim@assembly.ab.ca

Parliamentary Counsel: Legal Services

801 Legislature Annex (outside session)

414 and 416 Legislature Building (during session)

Phone (780) 422-4837

Fax (780) 427-0744

Senior Parliamentary Counsel

Robert Reynolds, QC (780) 427-1346
rob.reynolds@assembly.ab.ca

Senior Parliamentary Counsel

Shannon Dean (780) 427-1345
shannon.dean@assembly.ab.ca

Visitor, Ceremonial and Security Services

412 Legislature Building (780) 422-9259

Director and Sergeant-at-Arms

Brian G. Hodgson (780) 427-6048

Fax (780) 415-5829

brian.hodgson@assembly.ab.ca

Visitor Services

Pedway Mall

10820 — 98th Avenue

Phone (780) 427-7362

Fax (780) 427-0980

School at the Legislature (classroom) (780) 415-8174

Tour Guides, Special (780) 427-1608

Gift Shop (780) 422-3982

Manager of Visitor Services

Diane Brayman (780) 427-1630

diane.brayman@assembly.ab.ca

Library Services

216 Legislature Building

Legislature Librarian

Sandra E. Perry (780) 422-5085

Fax (780) 427-5688

sandra.perry@assembly.ab.ca

Manager, Library Operations

Valerie Footz (780) 427-0202

Fax (780) 427-6016

val.footz@assembly.ab.ca

Financial Management and Administrative Services

901 Legislature Annex

Phone (780) 427-2477

Fax (780) 415-1714

Director and Senior Financial Officer

Scott Ellis (780) 427-1566

Fax (780) 415-1714

scott.ellis@assembly.ab.ca

Manager, Corporate Services

Jacqueline Breault (780) 427-1359

jacqueline.breault@assembly.ab.ca

Manager, Administrative Services

Dan Dunlop (780) 427-1361
dan.dunlop@assembly.ab.ca

Meeting Room Co-ordinator

Keith Metcalfe (780) 427-1358
keith.metcalfe@assembly.ab.ca

Manager, Financial Services

Darren Joy (780) 427-1356
darren.joy@assembly.ab.ca

Information Technology Services

901 Legislature Annex

Phone (780) 422-1680
Fax (780) 415-1714

Director, Information Technology and Human Resource Services

Cheryl Scarlett (780) 427-1368
cheryl.scarlett@assembly.ab.ca

Help Desk (780) 422-1680

Planning and Development

Manager, Planning and Development

Val Rutherford (780) 427-1586
val.rutherford@assembly.ab.ca

IT Operations

Manager, IT Operations

Jillian Tilley (780) 415-2898
jillian.tilley@assembly.ab.ca

Human Resource Services

901 Legislature Annex

Phone (780) 427-1364
Fax (780) 427-6436

Director, Information Technology and Human Resource Services

Cheryl Scarlett (780) 427-1368
cheryl.scarlett@assembly.ab.ca

Manager, Human Resource Services

Moyra Johnson (780) 427-1521
moyra.johnson@assembly.ab.ca

Officers of the Legislature

Office of the Auditor General

Edmonton Office

8th Floor, 9925 – 109th Street NW T5K 2J8

Phone (780) 427-4222

Fax (780) 422-9555

Calgary Office

5th Floor, 640 – 5th Avenue SW T2P 3G4

Phone (403) 297-6451

Fax (403) 297-5195

Auditor General

Fred Dunn, FCA

Office of the Chief Electoral Officer

100, 11510 Kingsway Avenue NW T5G 2Y5

Phone (780) 427-7191

Fax (780) 422-2900

Chief Electoral Officer

Lorne R. Gibson

Office of the Ethics Commissioner

Suite 1250, 9925 – 109th Street NW T5K 2J8

Phone (780) 422-2273

Fax (780) 422-2261

Ethics Commissioner

Don Hamilton

Office of the Information and Privacy Commissioner

410, 9925 – 109th Street NW T5K 2J8

Phone (780) 422-6860
 Fax (780) 422-5682

Information and Privacy Commissioner
 Frank Work

Office of the Ombudsman

Edmonton Office

Suite 2800, 10303 Jasper Avenue NW T5J 5C3

Phone (780) 427-2756
 Fax (780) 427-2759

Calgary Office

2560 Amec Place

801 — 6th Avenue SW T2P 3W2

Phone (403) 297-6185
 Fax (403) 297-5121

Ombudsman

G.B. (Gord) Button

Other Facilities and Services

Property Management

125 Terrace Building

Phone (780) 427-4862

Facilities Manager

122 Legislature Building

Jay Smith (780) 422-7183

Operations Supervisor, Legislature Annex

Main Floor, Legislature Annex

Garry Shaughnessy (780) 427-7452

Shipping and Receiving Clerk (Leg. Building)

111 Legislature Building

Phone (780) 427-7450

Shipping and Receiving Clerk (Annex)

Level B2 Legislature Annex
Phone (780) 422-4992

Legislature Mailroom

108 Legislature Building

Supervisor Phone (780) 427-7194
Legislature Building Mailroom (780) 427-7194
Legislature Annex Mailroom (780) 427-1082

Legislature Building Cafeteria

120 Legislature Building

Phone (780) 427-7262

Meeting Room Bookings

Legislature Building

Carillon Room

Rooms 126, 210, 222, 410 and 512

Premier's Office (780) 427-2251

Committee Rooms A and B (4th Floor Legislature Annex)

Committee Services (780) 427-1348

Committee Room Meeting Room Coordinator

Keith Metcalfe (780) 427-1358
keith.metcalfe@assembly.ab.ca

Interpretive Centre Theatre

Visitor Services (780) 427-7362

Parking, East and South Parkades

Joan Zowtuk (780) 427-2251

Human Resource Services (LAO) (780) 427-1364

Security

Sergeant-at-Arms' Office (780) 422-9259

Brian G. Hodgson, Sergeant-at-Arms (780) 427-6048

412 Legislature Building

Executive Director, Sheriffs Branch, Solicitor General and Public Security

Al Sauve (780) 422-3500

11th floor, Legislature Annex, 9718 — 107 Street

Director, Sheriff Protection Services, Solicitor General and Public Security

Chris Caughell (780) 422-2156

Main floor Legislature Annex, 9718 — 107 Street

Manager Legislature Building and Annex Security, Solicitor General and Public Security

Denis Blouin (780) 427-7359

Legislature Building, 10800 — 97 Avenue

Legislature Building Security

Front Desk (780) 427-7359

Loading Dock (780) 422-4250

Chamber Galleries Pass/Security Desk (Sessional)

4th Floor Legislature Building (780) 422-5504

Annex Security

Front Desk (780) 422-3662

BI (780) 422-5195

After-hours security escort, Annex

Phone (780) 422-3787

For more information and a more detailed version of this directory, please consult PeopleFind on the Legislative Assembly Office's intranet site at <http://ourhouse> and the Legislative Assembly of Alberta's website at www.assembly.ab.ca.

Remuneration and Benefits

The following information is based on provisions of the *Legislative Assembly Act* and Members' Services Committee orders and is meant to aid understanding of those provisions. For authoritative and comprehensive guidance please refer to relevant portions of the act or Members' Services orders.

Remuneration

I. MLA Indemnity and Expense Allowance

Members receive an annual MLA indemnity plus a tax-free expense allowance equivalent to 50 per cent of the indemnity for expenses incidental to their duties. Current amounts are indicated in section 2 of the Schedule of Indemnities and Allowances on the following pages. The MLA indemnity and expense allowance is paid monthly and commences on the date the Member is elected and continues through the day preceding the next polling day.

Human Resource Services issues monthly cheques, deducting for income tax, Canada pension plan and the various benefit plans that Members select. No deduction is made for employment insurance since Members do not qualify for that benefit.

A Member may miss 10 sitting days in a session without penalty. For each day beyond that, \$100 is deducted from the indemnity and \$50 from the expense allowance. Attendance at a legislative committee meeting counts as attendance at session for that day. No deductions will be made for absences due to illness or injury, bereavement or public or official business. In these cases, the Member advises the Speaker in writing of the reason for the absence.

Additional Indemnities

Further indemnities are paid to Members holding offices in addition to that of MLA. Current amounts are indicated under paragraph 2 below. These are also paid on a monthly basis.

In addition, an RRSP allowance is provided to Members once per fiscal year. This allowance is equivalent to 50 per cent of the maximum RRSP limit as established by the *Income Tax Act* (Canada).

2. Schedule of Indemnities and Allowances

Effective April 1, 2007

In accordance with a decision of the Special Standing Committee on Members' Services on October 5, 1998, components of Member remuneration are to be adjusted on April 1 of each year by the same percentage increase or decrease as in the average weekly earnings for Alberta as reported by Statistics Canada's survey of employment payroll and hours for the immediately preceding calendar year. This schedule is also available for viewing on the website at www.assembly.ab.ca.

MLA Indemnity and Allowance

MLA indemnity	\$49,836
MLA tax-free allowance	24,918
Total	74,754

Additional Indemnity, Office Other than MLA

Premier	\$77,784
Speaker	61,140
Minister	
with portfolio	61,140
without portfolio	27,156
Leader of the Official Opposition	61,140

Deputy Speaker and Chair of Committees	30,588
Deputy Chair of Committees	15,288
Leader, recognized opposition party	27,156

Special Members' Allowances

Official Opposition House Leader	\$13,008
Third-party House leader	10,404
Chief government whip	10,404
Assistant government whip	7,788
Chief opposition whip	7,788
Assistant opposition whip	6,492
Third-party whip	6,492

RRSP Allowance

Fifty per cent of the maximum RRSP limit as established by the *Income Tax Act* (Canada).

Adjustment of Indemnities, Allowances and Deductions

The Members' Services Committee has the authority to set indemnities, allowances and deductions.

3. Automobiles

The Speaker and Deputy Speaker have the use of an automobile on the same basis as members of the Executive Council.

The Deputy Chair of Committees and leaders of recognized opposition parties as defined in section 42(1) of the *Legislative Assembly Act* have the use of an automobile on the same basis as deputy ministers.

Automobile use includes reimbursement for fuel and other

items related to the operation, maintenance and repair of the automobile.

4. Committee Allowance

Every Member who serves on a committee of the Assembly when the Assembly is not in session may claim an allowance for that service. The amount is based on the length of the committee meeting, which includes travel time to and from each meeting. However, under section 36(2) of the *Legislative Assembly Act* no Member is entitled to be paid in respect of service on more than one committee on the same day.

Category A Committees

- Special Standing Committee on Members' Services
- Standing Committee on the Alberta Heritage Savings Trust Fund
- Standing Committee on Legislative Offices
- Standing Committee on Private Bills
- Standing Committee on Public Accounts
- Select special committees established by motion of the Assembly

Category B Committee

- Standing Committee on Privileges and Elections, Standing Orders and Printing

Committee Members' Allowance (for Category A or B Committees)

Meeting Length	Per-meeting Claim
Up to 4 hours	\$130.00
Four to 8 hours	214.50
More than 8 hours	337.70

Committee Chair's Allowance

Committee chairs receive both a chair's and a Member's allowance.

Chairs of all category A committees receive an additional

allowance of \$454.80 per month.

The chair of the Standing Committee on Privileges, Elections, Standing Orders and Printing (category B) receives the applicable committee Members' allowance, listed above, plus an additional allowance per meeting as outlined below:

Meeting Length	Per-meeting Claim
Up to 4 hours	\$ 45.60
Four to 8 hours	84.70
More than 8 hours	136.50

Committee Allowance Claims

To claim the committee allowances, Members complete a Members' allowance claim form, available from the committee clerk. Members are encouraged to complete and return these to the Committee Clerk at the end of the meeting or as soon as possible thereafter to ensure prompt processing by Human Resource Services.

The Financial Management and Administrative Services Branch processes claims for meals, travel and living expenses.

For information on how to claim for these expenses, see section 15, Committee Expenses.

5. Parliamentary Meetings Allowance

Members may claim for reasonable travel, accommodation and subsistence expenses while travelling to, attending and returning from functions sponsored by the Commonwealth Parliamentary Association or other parliamentary organizations. Claims for these expenses are made through the Financial Management and Administrative Services Branch.

6. Service on Government Boards, Commissions, Committees

and Agencies

Unless otherwise ordered by the Lieutenant Governor in Council, Members who

- serve on a board, commission, committee or other body to which they are appointed by the Lieutenant Governor in Council, by a minister of the Crown or by regulation or
- attend a function as representatives of the government of Alberta or of a minister of the Crown

are entitled to reimbursement for reasonable living and travel expenses incurred in the course thereof. Members should submit claims for such expenses directly to the appropriate government body or ministry, not to the Financial Management and Administrative Services Branch.

The terms of an appointment to a board, commission, committee or other body as described above may include remuneration for such service. If the Member is eligible for remuneration, the appropriate ministry will co-ordinate payments through the Human Resources Branch of the Legislative Assembly Office.

7. Transition Allowance

Members are entitled to a transition allowance when they leave office. A transition allowance shall be paid to

- a) every Member who resigns their seat as a Member and
- b) every person who was a Member at the time of dissolution and
 - i) does not stand as a candidate for re-election in or
 - ii) is defeated in the election immediately following dissolution.

When a person who is a Member dies, there shall be paid an

amount equivalent to the amount of the transition allowance that the deceased person would have been entitled to on the date of death.

For service commencing on or after March 20, 1989, the amount of the transition allowance to be paid shall be determined by the formula

$A \times B \times 3$

- where A means
- (i) the average monthly salary* based on the three calendar years in which the person received their highest salary or
 - (ii) if the Member served less than three calendar years, the average monthly salary for the person's term of service; and

B is the number of years the person served as a Member during the period commencing March 20, 1989.

For service prior to March 20, 1989, the amount of the transition allowance to be paid shall be determined by multiplying the highest rate of the Member's monthly indemnity and expense allowances by one month for every year of service prior to March 20, 1989.

Notwithstanding any other provisions of this section, for the purpose of calculating the amount of a transition allowance, no person shall be credited for any years of service as a Member for which that person has previously received a payment under this section or the predecessor sections.

* Average monthly salary includes the MLA indemnity and tax-free allowance, RRSP allowance, remuneration for offices other than MLA, special Members' allowance and remuneration for Legislature and government committees.

A person who is eligible to receive a transition allowance may elect to be paid the amount of that allowance over a period of years.

Benefits

8. Automatic Deductions

Premiums for benefits are deducted automatically from the monthly MLA indemnity and expense allowance processed by the Human Resource Services Branch. Members forward requests for changes to benefit coverage or existing options to Human Resource Services.

9. Members' Choice

Members' Choice is a combined benefits plan available to all Members. This flexible benefits plan offers Members an opportunity to review and change coverage levels every two years. Members should refer to the Members' Choice Dental and Health Benefits brochure for detailed information.

9.1 Alberta Health Care

Coverage under the Alberta health care insurance plan is available to Members who are not already covered through another plan. Monthly premiums are cost shared by the Member and the Legislative Assembly.

9.2 Prescription Drugs and Extended Medical Benefits

Members' Choice provides comprehensive coverage for prescription drugs and extended medical benefits for Members and eligible dependants. The plan provides reimbursement for a portion of the costs for a wide range of services, including

- hospital,
- ambulance,
- emergency dental care,

- prescription drugs,
- paramedical practitioners,
- eye exams and vision care,
- chartered psychologist,
- home nursing care, and
- emergency medical services when travelling outside Canada.

The benefit year is July 1 to June 30, and the claims are administered through Alberta Blue Cross.

9.3 Dental Benefits

Members' Choice dental coverage provides for partial reimbursement of costs of dental services for Members and eligible dependants. Members may select either core or enhanced coverage.

Core Coverage

The core plan provides

- 80 per cent reimbursement for basic dental services,
- 50 per cent reimbursement for major dental services, and
- 50 per cent reimbursement for orthodontic services.

The combined maximum is \$1,750 per benefit year for basic and major services and a lifetime maximum of \$2,000 per insured for orthodontic services.

The Legislative Assembly pays 100 per cent of the monthly premiums for core coverage.

Enhanced Coverage

The enhanced plan provides

- 100 per cent reimbursement for basic dental services,
- 80 per cent reimbursement for major dental services, and
- 60 per cent reimbursement for orthodontic services.

There is no ceiling on the benefit amount.

Both the Legislative Assembly and the Member contribute to the premium costs for enhanced coverage.

The benefit year for dental coverage is July 1 to June 30, and the claims administrator is Alberta Blue Cross.

9.4 Group Life Insurance

Accidental Death and Dismemberment

The benefit payable is equal to the Member's amount of core life insurance to a maximum of \$400,000. Coverage is automatic under Members' Choice, and Members pay no premiums.

Core Life Insurance

Members may select coverage based on either one or three times their total eligible recurring annual salary* to a maximum of \$400,000. Both the Legislative Assembly and the Member contribute to premium costs.

Enhanced Life Insurance

Coverage is based on one, two, three or four times the total eligible recurring annual salary* to a maximum of \$600,000 and is subject to evidence of insurability. This is in addition to the core life insurance coverage. Premiums are based on age, gender and smoker status and are paid entirely by the Member.

Dependant Life Insurance

The coverage is \$15,000 for a spouse and \$7,500 for each child. The Member pays the entire monthly premium. All claims are administered by The Great-West Life Assurance Company.

* Total eligible recurring annual salary includes the MLA indemnity and tax-free allowance, RRSP allowance, remuneration for offices other than MLA, special Members' allowances and remuneration for chairs of Legislature and government committees.

10. Long-term Disability Insurance Plan

The long-term disability income continuance plan (LTDI) provides partial income for a Member who becomes mentally or physically disabled during their term and, as a result, must resign their seat.

The disability benefit is 70 per cent of the total eligible recurring annual salary.* There is no minimum service requirement for this benefit. The LTDI benefit continues until such time as the individual is deemed fit to return to gainful employment or reaches age 65.

11. Extended Benefits Option

The extended benefits option (EBO) provides Members with continued benefit coverage when they resign, choose not to run for re-election or are defeated. Coverage may be extended for benefits listed under the Members' Choice plan.

Coverage for a former Member, if commenced, will continue up to the following, whichever occurs first, and may not thereafter be recommenced:

- the date that the former Member attains the age of 70,
- the death of the former Member, or
- the date the former Member gives written notice to discontinue the coverage.

Premiums are paid by the former Member and the Legislative Assembly in the same proportions as for current Members for the first five years of coverage or until the former Member reaches the age of 70 years, whichever occurs first.

* Total eligible recurring annual salary includes the MLA indemnity and tax-free allowance, RRSP allowance, remuneration for offices other than MLA, special Members' allowances and remuneration for chairs of Legislature and government committees.

If a former Member continues coverage beyond the five years, the premiums are to be paid entirely by the former Member.

Former Members can extend only that part of the coverage in place when they ceased to be Members. However, they may discontinue that coverage in whole or in part at any time. Once the extended coverage has been terminated, it may not be recommenced.

Allowances and Services

The following information is based on provisions of the *Legislative Assembly Act* and Members' Services Committee Orders and is provided as an aid to understanding those provisions. For authoritative and comprehensive guidance please refer to relevant portions of the act or Members' Services Orders.

Please note that the rates for Members' temporary residence allowance (\$185 per day/\$1850 per month) and Members' transportation allowance (37 cents per kilometer) are effective April 1, 2008. For rates prior to April 1, 2008, please contact the Director of Financial Management and Administrative Services.

Allowances

12. Temporary Residence Allowance

Members who require temporary residence in or near the city of Edmonton in order to carry out the duties of office may claim temporary residence allowances for accommodation, meals and living expenses according to the following guidelines.

Location of Permanent Residence

All Members whose permanent residence is not in the city of Edmonton may claim a temporary residence allowance when in Edmonton to perform public or official duties. Members whose permanent residence is less than 60 kilometres by primary highway from the Legislature Building may claim a temporary residence allowance only if they work 12 or more hours on the day for which they are claiming the allowance, including travel time. For a complete definition of "permanent residence" please see the Members' Allowances Order section in the Consolidated Members' Services Committee Orders. Members may claim only one allowance for living expenses for any one day.

Sessional Allowance

Members who qualify for a temporary residence allowance (see the Members' allowances order) may claim \$185 for each day of sitting during which they maintain a temporary residence in or near Edmonton. This allowance may not be claimed for a Friday, Saturday or Sunday unless the Member is in or near Edmonton on public or official business that requires an overnight stay on those days.

Outside Session or Sessional Adjournment of More than Eight Days

Members may claim one of the following allowances:

- a nonsessional allowance of \$185 for each day, not exceeding 10 days in a part month or 30 days in any three consecutive calendar months (beginning on the first day of the next month and ending on the last day of the third month), that they are in or near Edmonton on public or official business and have maintained a temporary Edmonton residence; or
- a nonsessional allowance for capital residence of \$1,850 per calendar month or, in the case of a part month, \$185 per day in the part month to a maximum of \$1,850 when they own or lease a temporary residence in their names.

Months and part months are calculated beginning on the day after the adjournment of a session. Members may claim either of these allowances by submitting a Member's claim form to Financial Management and Administrative Services. While these claims may be submitted at any time, Members are encouraged to submit them at intervals, preferably monthly, to ensure prompt processing. Claims should also be submitted at the end of a legislative sitting, with the capital residence allowance section initialled to authorize the resumption of payment of that allowance. In the case of the capital residence allowance, the Member submits a copy of the lease or deed to Financial

Management and Administrative Services, and they process a regular monthly payment. All capital residence leases/deeds are reviewed yearly, but Members are asked to notify the branch immediately of any change of residence.

Members may not claim the sessional allowance for any day for which deductions are made for nonattendance (see section 1, MLA Indemnity and Expense Allowance).

13. Extraordinary Temporary Residence Allowance

Any Member may claim an allowance of \$185 per day for up to 10 days in a fiscal year when it is reasonably necessary for the Member to pay for overnight accommodation anywhere within the province for the purpose of carrying out the duties of a Member. The Member must fill out a Member's temporary residence allowance claim form with the dates and municipality(ies) travelled to and submit it to Financial Management and Administrative Services for processing.

14. Travel Allowances

The Legislative Assembly reimburses the following travel expenses incurred by Members in the course of their duties.

14.1 Air Travel

Members are entitled to unlimited regularly scheduled air travel between their constituencies or normal places of residence and Edmonton. In addition, Members on official MLA business may use regularly scheduled air service between points anywhere in Alberta. The Assembly pays for a maximum of five such return trips per Member in a fiscal year (April 1 to March 31). A Member who is the leader of an opposition party is entitled to unlimited regularly scheduled air travel within Alberta.

Members representing the constituencies of Fort McMurray-Wood Buffalo, Dunvegan-Central Peace, Lesser Slave Lake and Peace River may be entitled to chartered air service within or

close to their constituency's boundaries provided that the trip cannot be made with reasonable convenience using regularly scheduled air service. For information on eligibility such Members may contact the Clerk of the Assembly or the Financial Management and Administrative Services office.

Airline Bonus Points

Frequent flyer points earned on Legislative Assembly business may be used by the Member either for business or for personal use. Points redeemed for personal use are considered a taxable benefit. It is the Member's responsibility to report the fair market value of the taxable benefit in their annual tax return. Fair market value for an airline ticket is described as the cost for the same flight in the same travel class with the same restrictions. Members should contact Human Resource Services for further information

14.2 Surface Travel in Lieu of Air Travel

Members choosing not to travel by air on any or all of the five allotted return trips in the fiscal year may claim 36 cents per kilometre, to a maximum of 1,500 kilometres per trip, for surface travel by private automobile.

14.3 Automobile Travel

Members may claim expenses for operating private automobiles, including fuel, oil, lubrication fluid, antifreeze, gas line antifreeze, transmission fluid, brake fluid, steering fluid, windshield washer fluid and car washing and waxing, including labour. Members may have two reasonably priced detailing services done during each fiscal year (April 1 to March 31). Contact Financial Management and Administrative Services for details on allowable amounts per detailing. Please note that any other vehicle maintenance not covered under Members' Services orders—for example, tune-ups, tire repair or replacement, engine repair, et cetera—will not be reimbursed.

In addition, Members may claim an allowance of 37 cents per kilometre travelled by private automobile for general travel

within the province. In each fiscal year Members representing rural constituencies may claim up to 18,000 kilometres without fuel receipts and up to 62,000 additional kilometres with receipts; that is, there is an 80,000-kilometre limit. Members representing urban constituencies may claim up to 10,000 kilometres in a fiscal year without fuel receipts and 25,000 additional kilometres with receipts. The limit in this case is 35,000 kilometres. Members are required to retain all original, detailed fuel receipts for subsequent attachment to either MLA vehicle fuel credit card statements or personal expense claims. Members may claim these allowances by completing a Member's automobile allowance claim form and submitting it monthly to Financial Management and Administrative Services.

An allowance of 37 cents per kilometre covers up to 52 return trips per fiscal year between Edmonton and a Member's residence, place of employment, business or constituency. This allowance is in addition to those listed in the preceding paragraph. Members may claim it by completing a Member's automobile allowance claim form and submitting it to Financial Management and Administrative Services on a monthly basis. Members are encouraged to keep a travel log to support automobile allowance claims in the event of an audit.

14.4 Parking

Members are reimbursed for airport parking expenses. In addition, they may incur other parking expenses when attending meetings or other events in the course of their duties as Members of up to \$900 in a fiscal year. They may claim these expenses by submitting a personal expense claim form to Financial Management and Administrative Services or charge the expense to their LAO-provided travel credit card.

Members may wish to have the Legislative Assembly Office enter into a contract with a specific airport or parking authority whereby the monthly airport parking fee is paid directly by the Legislative Assembly. The appropriate forms should be forwarded to administrative staff in the Financial Management and

Administrative Services Branch, reviewed by Parliamentary Counsel and approved by the Clerk of the Assembly.

14.5 Taxi Fares and Automobile Rentals

Members are reimbursed for taxi travel incurred anywhere in Alberta. A Member may choose to rent a vehicle within Edmonton, Calgary or surrounding areas or, additionally, anywhere in Alberta to a maximum of five days in a fiscal year. Members may submit a personal expense claim form to Financial Management and Administrative Services or charge the expense to their LAO-provided travel credit card.

14.6 Bus Travel

Members are entitled to regularly scheduled long-distance bus transportation within the province. Expenses may be claimed by way of a personal expense claim with receipts or charged to their LAO-provided travel credit card.

14.7 Spouse/Family Member/Guest Travel

When the spouse, family member or guest of a Member accompanies or joins that Member in Edmonton or when the trip is related to the Member's public or official business in any other part of Alberta, reasonable living and travelling expenses may be paid to them or on their behalf. A maximum of four round trips may be claimed in a fiscal year (April 1 to March 31).

For guidelines pertaining to travel by Members' constituency or legislative staff, see section 16, Members' Services Allowance.

14.8 Spouse/Guest Interparliamentary Travel

Spouses, family members or guests accompanying Members on the following may be reimbursed for travelling and living expenses when appropriate approvals are secured:

- a conference, meeting, seminar or other function

sponsored by the Commonwealth Parliamentary Association or any of its regions or branches;

- a meeting of any other parliamentary association or any of its divisions; or
- any meeting or function attended by the Member as a representative of the Legislative Assembly or the Speaker.

Special travel accident insurance coverage is provided for a guest, spouse or family member when that person is invited by a Member to travel for an event under the corresponding Members' Services order. Payment of these limited benefits would depend on the specific facts of any claim.

Members should contact the Financial Management and Administrative Services office for a referral before making a claim with the Risk Management and Insurance (RMI) Branch of Alberta Finance.

15. Committee Expenses

Members serving on committees appointed by resolution of the Assembly may claim an allowance of \$185 per day for living expenses for each day they are engaged in the committee's business and for each day required for travel in connection with these responsibilities, provided they are required to obtain accommodation because they are absent from their normal place of residence.

Members who do not require accommodation when engaged in the business of a legislative committee are not eligible for the \$185 per day living allowance but may claim expenses for meals and travel for each day they are engaged in the committee's business or related travel. Members are also ineligible for the \$185 per day allowance if they are receiving the capital residence allowance for that month or if they have already claimed a temporary residence allowance for that day.

Members may claim 37 cents per kilometre for travel by private automobile or reasonable expenses for travel by other means.

Members may claim the committee allowances specified above by completing a Member's allowance claim form. The committee clerk distributes blank forms at committee meetings. To ensure prompt payment, Members are encouraged to complete and return them to the committee clerk at the end of the meeting or as soon as possible thereafter.

16. Members' Services Allowance

Each Member is entitled to a Members' Services allowance to provide services to constituents. Members are personally responsible for their allowance. Only Members can authorize expenditures against the allowance.

MATRIX SCORE	ADJUSTMENT
-18 to 0	\$0
1 to 4	\$5,706
5 to 9	\$11,411
10 to 15	\$17,116
16 +	\$28,822

The amount of the Members' Services allowance is calculated as follows, where E is the number of electors in the most recent list of electors for that constituency and C is the population in the Member's electoral division according to the Alberta population estimates as reported annually by Alberta Finance Statistics Branch.

- (a) (i) \$22,192 for office operations
- (ii) \$61,539 for staffing
- (b) + \$1.04 x (E ÷ 1.5)
- (c) + \$2,625 + \$0.0757 x (C - 14,000)

- (d) + an adjustment amount based on the table above and matrix scores.

The Members' Services allowance is allocated to each Member every fiscal year. The Member determines how much is spent on the constituency office, communications or promotional expenses. The Member may use the allowance for residential security systems or on reimbursement for living expenses in connection with travel within the Member's electoral division (guidelines follow). Note that this allowance cannot be used for cash or charitable donations.

Members may obtain the calculation of their entitlement to this allowance from the Financial Management and Administrative Services Branch. See Constituency Services Order RMSC 1992, c. C-1 of the Consolidated Members' Services Committee Orders for the official legal text on which the information in this *Members' Guide* is based.

Members may transfer up to 25 per cent of their allowance to the caucus office for administration or research. To authorize such a transfer, Members send a signed memorandum to the Clerk of the Assembly.

Financial Management and Administrative Services provides each Member with a month-end statement listing opening balance, debits, credits and closing balance for the Members' Services allowance. *Please note that all contracts for office space, staff, supplies and services must be signed by the Clerk of the Assembly.*

Constituency Office Expenses

The allowance may be used to pay for office space, office furnishings, office and secretarial assistance and related services. It may also be used to pay the reasonable living and travel expenses of staff working for the Member and travelling to the Legislature or to the Member's constituency or for the reasonable living and travelling expenses of constituency office staff who travel within their Member's electoral division on constituency-related business. For employee per diem or

kilometre rates or guidelines on allowable travel expenses, please contact your accounting assistant at the Financial Management and Administrative Services Branch. The constituency office may not be used for promoting partisan political activities, nor may constituency office staff engage in such activities during normal working hours.

Communication Expenses

This allowance may be used to pay expenses related to nonpartisan communication between Members and their constituents, including but not limited to

- printing and postage for mass mailings of letters, pamphlets, brochures, Christmas cards and other greetings to constituents;
- postage for mailings to constituents;
- advertisements;
- purchase of cellular telephones; and
- reasonable expenses for registration, materials and tuition fees related to learning another language.

Separate from the Members' Services allowance Members are allotted a maximum of \$750 per Member per fiscal year for postage for individually addressed constituency mailings from the Legislature Building or Legislature Annex. Members are provided with a monthly report indicating the balance of their \$750 postage allowance. All other postage is charged to the Members' Services allowance. Postage request forms are available from Financial Management and Administrative Services or on OurHouse.

If Members have any questions regarding constituency postage, they should contact Financial Management and Administrative Services.

Promotional Expenses

Members may purchase pins, flags and other promotional items to give to constituents and others in the course of their duties. Gifts or promotional items cannot exceed \$400 per item, may

not be alcohol, currency or cash-in-kind where its use is unrestricted and may not be given to another Member or under personal or partisan circumstances. The Legislative Assembly Gift Shop provides a variety of promotional items which Members may order. Visitor, Ceremonial and Security Services compiles an annual catalogue of Gift Shop items and distributes it to Members' constituency and Legislature offices. Gift Shop orders cannot be processed without an MLA purchase order. Contact Visitor Services for more information about MLA Gift Shop purchasing. Members may also order promotional items directly from private suppliers.

For photos and graphics of the Mace, coat of arms and Legislature Building contact Communications Services.

Residential Security Systems

Members may use the allowance for reimbursement of expenses incurred for the installation or monitoring of a security system in their permanent residence, temporary residence in or near Edmonton or both. Reimbursement cannot exceed \$1,500 per fiscal year per residence and must be supported by detailed, original receipts. For criteria for permanent or temporary residences see section 5 of the Members' allowances order.

For further details on residential security systems see section 24.6.

Living Expenses for Members Travelling within their Constituencies

The allowance may be used to reimburse the Member for living expenses in connection with travel within the Member's electoral division that requires an overnight stay at a location 60 kilometres or more from the Member's permanent residence.

17. Constituency Office Space

Members are responsible for locating their own constituency office space. The space does not have to be in the Member's

constituency, and two or more Members may share an office and the cost of the lease.

When Members have found suitable space and made an informal agreement with the lessor, they advise Financial Management and Administrative Services. Members are urged to consult Parliamentary Counsel when negotiating lease agreements. When details of the lease agreement have been established, FMAS will prepare a lease in the standard form for approval by the Member and signature by the landlord. When the lease has been signed by the lessor and the Member, the document should be returned to Financial Management and Administrative Services for final review by Parliamentary Counsel and the Clerk's signature. Financial Management and Administrative Services automatically pays office rents monthly and in advance.

Members should note that all leases are made between the lessor and the Legislative Assembly Office. All official notices from the lessor should be forwarded to the Clerk. As well, any official notices or correspondence, lease amendments or terminations must be initiated by the Legislative Assembly Office and signed by the Clerk.

Members are encouraged to resolve any day-to-day operational difficulties with their lessor's property managers directly and informally. However, if there are any ongoing, urgent contractual or financial problems regarding the lease, the office space or services provided by the lessor, Members should contact Financial Management and Administrative Services as soon as possible for assistance.

New Members are encouraged to take over outstanding leases if at all feasible; however, they may make every effort to secure the accommodation best suited to their needs in serving constituents.

Members must arrange for any signage in addition to that supplied by Financial Management and Administrative Services. Expenses for additional signage will be charged against the

Members' Services allowance.

The content of constituency office signage is limited to the Member's name, electoral division, the term "constituency office," Alberta's coat of arms and pertinent operational details. Members are advised to contact Financial Management and Administrative Services to ensure that any planned constituency office signage falls within these guidelines.

18. Constituency Office Staff

Constituency office staff are hired under contracts with the Clerk of the Assembly upon the recommendation of the Members, and contracts are administered by Human Resource Services. Employees are paid under the constituency compensation plan based on their skills and the level of work required. Contact Human Resource Services at (780) 427-1364 for further information or visit OurHouse.

From time to time Members may wish to provide a temporary service to constituents, related to MLA activities within their constituencies, such as transportation or child care. When doing so, Members are advised wherever possible to contract with a person who is licensed and insured to carry out that service.

19. Purchasing

Members order all items to be paid for from the Members' Services allowance on a purchase order form, which can be obtained from Financial Management and Administrative Services. Items ordered through Financial Management and Administrative Services that are not provided from the MLA administration budget are automatically charged to the Member's allowance. Members must provide Financial Management and Administrative Services with invoices for items from private suppliers, proof of receipt of goods or services and a copy of the appropriate purchase order so that the supplier can be paid promptly.

Members are urged to use an MLA purchase order to initiate purchases as it contains the GST/HST disclaimer required by vendors for remittance to the Canada Revenue Agency. Where purchase orders are not accepted, as in cases of prepayment, Members can use a copy of the Legislative Assembly's GST/HST disclaimer obtained from the forms section of OurHouse or the Financial Management and Administrative Services Branch.

To claim out-of-pocket purchases against the Members' Services allowance, Members present original, detailed receipts and complete a personal expense claim form obtained from the forms section of OurHouse or the Financial Management and Administrative Services Branch. Personal expense claims for staff must be approved by the Member.

Ownership of Equipment

All equipment and furnishings purchased through the Members' Services allowance remain the property of the Legislative Assembly Office.

20. Credit Cards

Members are provided with a credit card for Assembly-related MLA travel, a gasoline credit card and a calling card for long-distance calls. These are the only credit and toll cards authorized for use. For audit purposes Members must forward their detailed vendor receipts for credit card transactions to Financial Management and Administrative Services with monthly statements, which will be sent to Members for signature and must be returned to Financial Management and Administrative Services for payment processing. If any credit card is lost or stolen, the Member should immediately notify Financial Management and Administrative Services.

21. Telephones

Constituency Office

Financial Management and Administrative Services arranges and pays for the installation, rental and tolls for three telephone sets and three incoming lines for one constituency office per constituency. The three incoming lines include a main voice line, a rotary voice line and a third line to be used at the discretion of the constituency office. Each office is provided with voice mail, call display and a single telephone line for use in support of facsimile machine service.

The branch will also arrange for installation and pay rental and tolls for one single-line service to additional offices in a constituency. Members should note that the cost of fax and other telephone lines for additional offices may be chargeable to their Members' Services allowance.

Primary Residence

Financial Management and Administrative Services arranges and pays for the installation, rental and tolls for one single-line service in a Member's primary residence.

Temporary Residence

For Members whose constituencies are outside the city of Edmonton and who are eligible to maintain a temporary residence in Edmonton under the Members' allowances order, Financial Management and Administrative Services arranges and pays for the installation, rental and tolls for one single-line service per temporary residence.

Cellular Telephones

Members may purchase a cellular telephone and pay for the equipment from their Members' Services allowance. The Legislative Assembly Office pays airtime packages and long-distance tolls incurred by a Member on the Member's cellphone

and can help make arrangements for cellphone service activation. Members are urged to contact Information Technology Services prior to initiation, transfer or termination of cellular service so proper billing arrangements can be made and tracked. All contractual agreements for phones or services must be signed by the Clerk. Members may be contacted by Information Technology Services staff from time to time if billing records indicate their cellular service is not in use.

Ancillary Charges

If Members require extra telephone features or equipment for both conventional and cellular services beyond the standard issue, they may pay for them from their Members' Services allowance. Please contact Financial Management and Administrative Services for details and help in obtaining these services for conventional telephone services and Information Technology Services for cellular services.

22. Furniture, Electronic Equipment and Supplies

Furniture

Each Member is provided with one standard constituency office furniture package for their main office consisting of

- 1 executive desk system, including an ergonomic chair;
- 2 standard desk systems, with ergonomic chairs for each;
- 4 locking filing cabinets;
- 1 coat rack;
- 4 garbage cans (3 metal, 1 recycle bin);
- 4 occasional chairs;
- 2 bookcases;
- 2 pamphlet racks;
- 1 printer/work table;
- 1 round meeting table; and
- 1 constituency office sign (about 10 inches by 18 inches).

Should a Member choose to open additional offices, they will be provided with a standard furniture configuration of

- 1 Member's desk and ergonomic chair,
- 1 staff desk with computer table and ergonomic chair,
- 1 locking two- or four-drawer filing cabinet, and
- 2 occasional chairs.

If any piece of the standard or additional office furniture package requires repair or replacement, please contact Financial Management and Administrative Services.

Electronic Equipment

Each Member is provided with a standard constituency office equipment package for their main office consisting of

- 1 standard (as defined by ITS) personal computer with a colour monitor, a laser printer, operating system software, application software, electronic mail and Internet access,
- 1 photocopier (approximately 2,500 copies per month, enlargement and reduction capabilities, document feeding, handles 8 1/2 x 11 inch and 8 1/2 x 14 inch paper),
- 1 plain-paper facsimile machine and accompanying telephone line,
- 1 medium-weight shredder, and
- 1 constituency office security system (includes a dedicated telephone line).

For the operation of additional constituency offices, the Legislative Assembly Office will provide an office security system. However, Members who require office equipment (photocopier, fax, et cetera) or an IT equipment package for their satellite office must pay for the costs from their Members' Services allowance. Members who wish to open an additional office should contact Financial Management and Administrative Services for assistance.

The Legislative Assembly Office services only equipment that the office supplies or approves prior to acquisition. Maintenance charges on equipment originally purchased from the Members' Services allowance must also be paid from that allowance.

Supplies

Members opening new constituency offices receive one standard stationery package per constituency. Members with multiple offices receive only one package. In addition to the standard package, Members may also order stationery items from the Legislative Assembly Office supplies catalogue. The Assembly will supply \$1,250 worth of stationery per constituency office per fiscal year. Stationery costs exceeding that amount will be charged to the Members' Services allowance. Financial Management and Administrative Services maintains an online ordering system to facilitate easy and quick access to supplies. When Members purchase any supplies from private vendors, the cost is charged to their Members' Services allowance. This applies even to supplies similar to those available from Financial Management and Administrative Services.

FMAS also provides standard-format business cards and letterhead, which may be personalized by overprinting a Member's name and other information. These may be ordered through the online ordering application maintained by Financial Management and Administrative Services. Members are encouraged to contact Financial Management and Administrative Services before ordering business cards or letterhead with special or extra features since additional costs may be incurred and the issuance of an appropriate purchase order may be required.

23. Purchase Order Books

Financial Management and Administrative Services provides Members with purchase order books to order supplies or services directly from a private supplier or a government department or to order promotional items from the Gift Shop.

Members may request additional purchase order books by writing to Financial Management and Administrative Services.

24. Insurance

The Legislative Assembly Office co-ordinates insurance coverage for general liability for Members when they are conducting their official duties and responsibilities and for property of the Legislative Assembly. Coverage is maintained and claims are processed by the Risk Management and Insurance (RMI) division of Alberta Finance on behalf of the LAO, based on applicable legislation and regulations. It is very important to have all contracts reviewed by Parliamentary Counsel and signed by the Clerk to ensure that appropriate wording regarding insurance and liability is included in the agreement and the Assembly's insurance requirements are met. Note that this information on insurance is general. Contact Financial Management and Administrative Services to discuss specific details.

24.1 General Liability Coverage

While acting within the scope of their duties as Members, current and former Members are covered for civil liability claims by the risk management fund. Criminal or intentionally harmful acts are not covered. The coverage applies to all sums resulting from liability imposed on Members by law or for which they are legally obligated, for loss or damage caused by an occurrence because of bodily and/or personal injury or for property damage as referenced in section 24.4.

Members are protected from liability in certain circumstances on the basis of parliamentary privilege. In these cases insurance coverage is not required as the law of parliamentary privilege provides immunity for the Member. For example, parliamentary privilege offers Members immunity from civil suits for statements they make in the Assembly. Should Members be served or threatened with legal action in what they perceive as a matter of parliamentary privilege, they should contact Parliamentary Counsel immediately.

Members' Liability Insurance Claim Process

Members who become aware that they may be subject to legal action are requested to follow the steps below in order to assist them in determining whether they should approach Risk Management and Insurance (RMI) for coverage.

- The affected Member will notify the Speaker in writing.
- Written notification will provide as much detail as possible related to the claim.
- Upon receipt of such written notification the Speaker will meet with the Member and consult with appropriate resources, including officers of the Legislature, regarding the claim.
- After reviewing the advice obtained by the Speaker during this consultative process, the Member will determine if a request for coverage should be forwarded to the Risk Management and Insurance (RMI) division of Alberta Finance.
- RMI will then evaluate the claim and determine whether coverage is applicable.
- If coverage is applicable, RMI will manage the claim from that point on.

Activities away from the Assembly or constituency office are covered if they are within the scope of a Member's duties. Events of this nature can be reviewed to ensure coverage exists and proof of insurance is provided. A Member is not covered, however, for personal injury or liability if he or she is acting on behalf of another entity, such as his or her political party or riding association. Contact Financial Management and Administrative Services to discuss specific details.

For more information on the general liability process or coverage, please contact Parliamentary Counsel.

24.2 Property Insurance Coverage

The contents of the constituency office or Legislature office that are owned or financed by the Assembly or that the Assembly has agreed in writing to insure are covered for physical loss, damage, theft or burglary.

Members and staff are reminded that personal property is excluded. If there is a special circumstance, Members should contact Financial Management and Administrative Services for details.

24.3 Automobile Insurance Coverage

Private vehicles or privately leased or rented vehicles are covered only by an individual's personal automobile liability policy. If a Member rents a vehicle and anticipates using it for nonbusiness purposes (i.e., not related to their duties as a Member), it is strongly suggested that the loss damage waiver or collision damage waiver offered by the rental company be purchased in addition to third-party liability and accident benefits coverage included by the rental company on short-term rentals. Losses arising from the Member's use of the rental vehicle are to be reported to the rental company, with a copy provided to the LAO.

For information on coverage or claims procedures Members should contact Financial Management and Administrative Services or consult the Insurance Program Summary for Members of the Legislative Assembly brochure.

24.4 Bodily Injury and Property Damage Coverage

Coverage is provided by RMI to the Legislative Assembly Office (LAO) and MLAs for damages arising out of third-party bodily injury, personal injury or property damage provided there is a legal responsibility to pay and such damages are not intentional.

Activities that take place away from the Legislative Assembly or constituency office, such as town hall meetings, seasonal "open

house” events, constituency pancake breakfasts or barbecues, may be covered if they are within the scope of a Member’s duties. Events of this nature can be reviewed to ensure coverage exists and proof of insurance can be provided when required. Contact Financial Management and Administrative Services to discuss specific details or to request an RMA assessment.

24.5 Constituency Office Security Alarm Systems

The Sergeant-at-Arms co-ordinates the installation and support of an alarm system in each constituency office, including satellite offices, at the expense of the LAO.

When occupying an office or moving furniture within a constituency office, please contact the Sergeant-at-Arms’ office.

24.6 Residential Alarms

Members will have the flexibility to negotiate with vendors and select the type of alarm system and options required to meet the Member’s particular situation, and the responsibility to enter into a contractual arrangement and pay the service provider based on the terms of the agreement. This includes contacting vendors, arranging an onsite assessment, determining equipment options and specifics of the installation, negotiating with the service provider, complying with any applicable municipal bylaws and obtaining the necessary permits related to installation and monitoring.

Upon submission of an expense claim by the Member to the LAO with the appropriate supporting documentation and receipts, the residential alarm costs will be reimbursed from the Members’ Services allowance (MSA or constituency budget), subject to a maximum annual cost of \$1,500 per security system installed in either the permanent or temporary residence or both. You may access the personal expense claim form from the forms section of OurHouse.

Residential alarm costs include costs associated with the

procurement, installation, service, repair, ongoing monitoring, false alarms, permits, fees and early termination charges.

Members may install residential alarm systems in their permanent residence (as defined in the Members' allowances order) and a temporary residence, where the Member owns or leases, in the Member's name, the temporary residence.

The LAO (Sergeant-at-Arms) will provide advice to Members, as requested, with respect to the features and options of an alarm system that a Member may wish to consider in addressing their specific needs or requirements.

The LAO (Financial Management and Administrative Services) will provide a list of vendors, should the Member wish to use them, capable of providing quality products and services on a province-wide basis.

Members who cease to be Members of the Legislative Assembly may continue to pay for the services personally or discontinue the service. Upon ceasing to be a Member, the costs will no longer be reimbursable from the MSA.

If a taxable benefit were to accrue to a Member, as determined by Canada Revenue Agency, it is the responsibility of the individual Member to determine and record this benefit on their annual personal tax returns.

The LAO makes no representations, guarantees or warranties with respect to any of the services, equipment or protection of the residential alarm system.

Services

25. Scrolls

Members may obtain congratulatory scrolls for significant birthdays and anniversaries, usually in five-year increments, through Communications Services by completing the scroll request form on the Assembly website (www.assembly.ab.ca)

and submitting it online to the administrative assistant. Alternatively, copies of the completed form can be faxed to Communications Services at (780) 427-5688.

The Legislative Assembly Office provides scrolls for significant birthdays and anniversaries at no charge to the Member, but other scroll requests are charged to the Members' Services allowance at a rate of \$5 per scroll. Members may obtain detailed information on scrolls from the website or by contacting (780) 427-1302.

26. Publications

For details on obtaining copies of bills, *Alberta Hansard* and other sessional publications, see sections 65 through 76, Documents of the Assembly. For details on the availability of publications such as the *Statutes of Alberta* and the *Canadian Parliamentary Guide*, see sections 72 and 73, Statutes, and section 74, Related Publications.

27. Computer System and Application Support

Information Technology Services provides support to Members and staff.

This support covers

- provision of equipment,
- maintenance and operation of hardware and software,
- training,
- system administration,
- troubleshooting, and
- consultation and advice.

28. Caucus Services

Offices are provided to Members in the Legislature Building and Annex and are grouped according to party caucus. Each caucus traditionally has its own budget and allocates funds for

administrative, research, secretarial and other support to the Members of that caucus.

29. Legislature Library

Since 1906 Alberta's Legislature Library has been providing authoritative, timely and accurate information services to Members. Library staff can help with all information needs, including

- questions about current and historical legislation from Alberta and other provinces and countries;
- questions about legislative and government information from Alberta and other provinces and countries;
- background information on social, economic, environmental and other policy issues;
- information or extracts from documents tabled in the Legislative Assembly (sessional papers);
- questions about breaking or past news stories from anywhere in the world;
- factual, historical and demographic information about specific Alberta constituencies or communities;
- general reference books, indexes and directories;
- biographical information about current and previous Members and other prominent public figures;
- company and business information;
- video clips from Oral Question Period and local news programs;
- court judgments from legal cases;
- quick facts, statistics and quotes useful for Oral Question Period or speech writing;
- photocopying equipment, e-books, microform reader and printer equipment and mobile video players and recorders.

The Legislature Library's hours of operation outside session are

- Weekdays
8:15 a.m. to 4:30 p.m.

When the Assembly is in session, the hours are

- Monday to Thursday
8:15 a.m. to 6 p.m.
- Friday
8:15 a.m. to 4:30 p.m.

The Legislature Library is closed on weekends.

Members are invited to come to the library, e-mail library.requests@assembly.ab.ca, phone (780) 427-2473 or fax (780) 427-6016 with their information requirements. Members who have any questions or concerns regarding library services are invited to call the Legislature Librarian at (780) 422-5085.

30. Visitor Services

The Visitor Services section of Visitor, Ceremonial and Security Services (VCSS) co-ordinates all visitor services and is involved with most outreach programs at the Legislature. Its functions involve welcoming and assisting visitors, conducting tours, providing public service orientations and educational programs, co-ordinating exhibits and assisting with selected special events at the Legislature Building and the Legislative Assembly Interpretive Centre in the pedway. Visitor Services also distributes a range of program materials, including an activity book, an educational poster, the mock Legislature program script, pamphlets and brochures.

Of particular interest to Members is a two-hour program offered during session and directed at classes from grades 6 to 12 and other interested groups. It includes

- a group photo session in the rotunda (at the discretion of the Member),
- a tour of the Legislature Building, and
- a visit to the public galleries during the daily Routine, at which time Members may introduce groups under Introduction of Guests.

Visitor Services will fax confirmation to Members when schools, seniors or other groups from their constituency are visiting the Legislature. The reservations co-ordinator will make arrangements, based on Members' prior instructions, to set aside time for the Member to speak to or have their photograph taken with the group.

Please contact Visitor Services at (780) 427-7362 to book a tour or for further information. All groups require advance bookings.

Other Facilities and Services

31. Property Management

The Department of Infrastructure and Transportation, through the facilities manager, co-ordinates all regular building services in both the Legislature Building and the Legislature Annex, including cleaning, plumbing, electrical, heating and cooling, carpentry and care of plants provided to office areas. Members may direct all related inquiries and requests to the facilities manager at (780) 427-7183. Members needing telephone repairs, modifications or relocations are asked to contact Financial Management and Administrative Services. Members should be aware that telephone service to the Legislature Building and Legislature Annex is provided by Bell Canada.

32. Emergency Response

Evacuation

Evacuation guidelines are in place for constituency offices, the Legislature Annex and the Legislature Building, and each Member and employee should keep the information brochures next to their telephone for ready access. Evacuation drills are held on a regular basis in the Annex building and the Legislature Building.

First Aid

Qualified first aid practitioners, first aid kits and automated external defibrillators (AEDs) are available in case of medical emergencies. Please refer to the lists of qualified first-aiders posted on each floor of the Legislature Annex and in the Legislature Building. Constituency offices are also provided with first aid kits, and Human Resource Services co-ordinates regular first aid training classes.

33. Exercise Room

A fully equipped exercise room with change and shower facilities is located at the north side of the lower rotunda of the Legislature Building.

34. Mail

Mailrooms

All mail and some couriered items are processed through mailrooms located in Room 108 of the Legislature Building and Room 111 of the Legislature Annex.

Operating hours and pickup times from offices follow.

Hours of Operation	Pickup Times
108 Legislature Building	9:20 a.m.
8 a.m. to 4:15 p.m.	1:20 p.m.
	3:10 p.m.
111 Legislature Annex	9:20 a.m.
8 a.m. to 4:15 p.m.	3:10 p.m.

The mailroom staff also deliver daily newspapers to subscribers in both buildings and pick up items to be forwarded to points throughout the province that are served by the Government Services courier. Inquiries regarding mail service may be directed to the mailroom supervisor at (780) 427-7194. The phone

number of the mailroom in the Legislature Annex is (780) 427-1082.

Shipping and Receiving

Couriered items addressed to Members at the Legislature Building or Legislature Annex are handled by each building's shipping and receiving office. Shipments of large items are handled at the loading dock of each building:

Legislature Building – rear entrance (southeast side)

Legislature Annex – 97th Avenue tunnel

Inquiries for deliveries to the Legislature Building should be directed to the Legislature Building loading dock at (780) 427-7450; inquiries for deliveries to the Legislature Annex should be directed to Legislature Annex loading dock at (780) 422-4992.

35. Meal Service

Meal service at the Legislature consists of a cafeteria and special catering to offices. The service is provided by a private caterer contracted by the Department of Infrastructure and Transportation. The cafeteria is located in the south wing of the Legislature Building on the first floor. Hours of operation are posted there. Inquiries about meal service may be directed to the Legislature cafeteria at (780) 427-7262.

There is no food service in the Legislature Annex. Other food services in the area are the cafeterias on the lower level of the Haultain Building, north of the Legislature Building, and on the ground level of the Terrace Building, southeast of the Legislature Building.

36. Media Room

There is a media interview room on the first floor, south wing of the Legislature Building. It is available to Alberta MLAs and has a capacity of 30. Members may book the room through the Legislature Building facilities manager on a first-come, first-served basis.

37. Meeting Rooms

MLAs may book any of several meeting rooms at the Legislature. Locations and availability follow.

37.1 Legislature Building Meeting Rooms

Rooms 410, 126, 210 and 512 and the Carillon Room

Available year-round. To book, please call (780) 427-2251. Individual Members' reservations of the Carillon Room may be cancelled if they conflict with government requirements.

Seating

The Carillon Room seats approximately 20 at a large table, with additional seating available along the walls. Room 512 seats 45 while Rooms 410, 126 and 210 are available for smaller groups.

37.2 Legislature Annex Meeting Rooms

Committee rooms A and B are on the fourth floor of the Legislature Annex. Both rooms are available year-round. Room A seats 25 and Room B seats 18; both rooms have additional seating for the media and the public. To book, please call the committees office at (780) 427-1348.

37.3 Pedway

A 50-seat theatre is located in the Interpretive Centre. It has a stage area, video projector and screen. To book, call (780) 427-7362.

Contact numbers for all meeting room bookings are listed in the directory included in this guide.

38. Parking

Members are provided with a reserved parking stall at no charge in one of the parkades at the Legislature. Please contact Human Resource Services at (780) 427-1364 for assistance.

Please note that parking restrictions on the Legislature Grounds are strictly enforced.

39. Security

Security in the Assembly Chamber and its precincts, including the Speaker's, public, Members' and press galleries, is provided by Legislative Assembly Security Staff (LASS) under the direction of the Sergeant-at-Arms. The Sergeant-at-Arms also provides security advice, including about residential alarm systems, to Members and constituency office staff and co-ordinates the installation of constituency office alarm systems. Any matters related to security in the Chamber may be referred to the office of the Sergeant-at-Arms at (780) 422-9259.

During session Members' staff who wish to access the Confederation Room and Opposition Lounge require a precinct pass card issued by the Sergeant-at-Arms.

Security services in the Legislature Building, Annex and surrounding grounds are provided by the Department of Solicitor General and Public Security, Sheriff Protection Services Branch (DSGPS), who report to the Solicitor General. DSGPS staff are stationed at the main entrances of the Legislature and Annex buildings.

Security in the parkades and pedway as well as traffic and parking control are also the responsibility of DSGPS staff. The patrol is headquartered in the pedway next to the Interpretive Centre. Security matters related to these areas may be referred to the manager, Legislature Building and Annex Security, at (780) 427-7359.

39.1 Security Access Cards

The Legislative Assembly Office issues private Members and all staff of the Legislative Assembly security access cards. Executive Council and their staff may contact Government Centre security for cards. Lost cards should be reported immediately to Government Centre Security at (780) 422-2157 and to the Sergeant-at-Arms at (780) 422-9259.

After-hours access to the buildings may be gained by scanning a security access card at any one of the electronic entry devices located at the main access points or as indicated below.

To enter through the main doors of the Legislature Building, press the doorbell to the right of the doors and identify yourself to the commissionaire. Security staff are on duty 24 hours a day, seven days a week.

Members and staff working after normal hours in the Legislature Building and Annex may arrange to be accompanied to their cars by security staff. Persons whose offices are in the Legislature Building may ask one of the sheriffs at the main entrance to accompany them, while those in the Legislature Annex may call (780) 422-3787, and a sheriff will be sent to the office. Members and staff are advised to take normal precautions, such as locking their cars and storing valuables out of sight. When working after hours, Members and staff should also ensure that office areas and individual offices are secure, even if they must be away from their desks for a short time.

39.2 Members' Identification Card

The Legislative Assembly Office through the Office of the Sergeant-at-Arms issues to each Member a Members' identification card (MIC). The MIC can be used to establish occupational documentation when travelling or in other circumstances where photographic identification or proof of occupation is required. It features the Member's name, photograph, and sig-

nature on the obverse. It is countersigned by the Speaker on the reverse. The MIC is valid until a Member ceases to be a Member or on the dissolution of the Assembly. The loss or theft of an MIC should be reported to the Office of the Sergeant-at-Arms.

The Legislative Assembly Office

Introduction

40. Introduction

The origins of the Legislative Assembly Office can be traced to 14th-century England, when Parliament elected the first Speaker and appointed the first Clerk. Because the Speaker has administrative authority over the office, it is sometimes called the Speaker's department; however, it is not a government department. Its current title was made official when the *Legislative Assembly Act* was passed in 1983.

Within the traditions of parliamentary democracy as constitutionally established in Alberta, the Legislative Assembly Office will

- support the Speaker of the Legislative Assembly in carrying out the duties of office,
- support Members in carrying out their roles as elected representatives of the people of Alberta,
- record the proceedings and maintain and preserve the records of the Legislative Assembly,
- inform and educate the public on behalf of Members and the institution of parliament,
- support the Assembly in protecting its institutions and privileges,
- support the exchange of information and ideas among Legislatures throughout the world, and
- provide services to external clients as required.

The Legislative Assembly Office is organized according to the chart on page ii in the Introduction section. The responsibilities of the presiding officers, the Clerk and senior managers are described in the following paragraphs.

Presiding Officers

41. Speaker of the Legislative Assembly

The Speaker is the presiding officer of the Legislative Assembly and is responsible for its organization as a legislative body and an administrative unit. The Speaker ranks in precedence directly after the Premier and for administrative purposes has the same rank as a minister. Traditionally, the Speaker, while embodying the authority and impartiality that characterize the office, exercises responsibility in three areas:

- presiding over the Assembly's proceedings, maintaining order, regulating debate according to the established rules of procedure and ensuring that all viewpoints may be heard;
- guarding the privileges of the Assembly and protecting the rights of its Members; and
- representing the Assembly in its relationship with Her Majesty and Her representatives, with external institutions and on ceremonial occasions.

In addition, the Speaker is the chief administrator of the Legislative Assembly Office, with ultimate responsibility for the administration and financial management of the Assembly and for providing services to its Members. In this function the Speaker is assisted by the Special Standing Committee on Members' Services.

The Assembly elects the Speaker from among its own Members as its first act at the opening of a new Legislature. The Speaker holds office until the day before the commencement of the next Legislature to ensure administrative continuity during the election period.

42. Deputy Speaker and Chair of Committees

Members of the Legislative Assembly elect the Deputy Speaker and Chair of Committees to act as Speaker when the Speaker is absent or the office of Speaker is vacant. The chair facilitates meetings of the Committee of Supply and Committee of the Whole. The term of this office continues after dissolution of the Assembly through the day preceding polling day.

43. Deputy Chair of Committees

MLAs elect the Deputy Chair of Committees to act as Speaker when the Speaker and Deputy Speaker are absent. The Deputy Chair facilitates meetings of the Committee of Supply and Committee of the Whole in the place of the Chair of Committees. The term of this office continues after dissolution of the Assembly through the day preceding polling day.

44. Members' Services Committee

The Special Standing Committee on Members' Services is appointed at the commencement of each Legislature. The Speaker is traditionally its chair. This committee approves the annual estimates of the Legislative Assembly Office and may modify certain regulations, orders or directives governing the office's financial and personnel administration. The committee also sets Members' allowances, constituency office allowances and Members' benefits and establishes human resource and financial management policy for the Legislative Assembly Office.

Organization

45. Clerk of the Legislative Assembly

The Clerk is the chief permanent officer of the Legislative Assembly and has authority and responsibility equivalent to that of a deputy minister of a government department. The Clerk has both procedural and managerial responsibilities.

As senior procedural officer of the Assembly the Clerk has overall responsibility for

- providing advice, research and support to the Speaker and Members on procedural matters concerning the privileges, rules, usages and proceedings of the Assembly and co-ordinating procedural services by other officers of the Assembly;
- preparing documents of the Assembly and ensuring the safekeeping of the Assembly's documents and records;
- providing all necessary administrative and support services to the Assembly during its sittings and ensuring that essential services are provided to the Assembly Chamber;
- presiding over the election of the Speaker at the opening of a new Legislature;
- announcing the Assembly's order of business and conducting its recorded votes or divisions during its sittings; and
- supervising the officers of the Assembly, including the Clerk Assistant/ Director of House Services, Clerk of *Journals*/Table Research, Parliamentary Counsel and Sergeant-at-Arms.

As chief operating officer the Clerk has the following managerial responsibilities:

- directing the operation of the Legislative Assembly Office;
- authorizing all financial commitments the Assembly enters into;
- directing the preparation of the Assembly's annual estimates and advising the Members' Services Committee in their consideration and approval;
- acting as liaison at the deputy minister level with government departments on matters related to the Assembly, the Chamber and the Legislative Assembly Office; and

- supervising the managers whose titles and duties follow.

45.1 Communication Services

Under the direct supervision of the Clerk, Communications Services' responsibilities include

- providing expertise in support of the organizational goals of the Legislative Assembly Office;
- providing strategy and counsel to Members and staff of the Assembly;
- providing professional planning, writing and design services for publication and online initiatives;
- producing promotional and informational material to support educational initiatives; and
- managing the broadcast of the Assembly's daily Routine.

46. Clerk Assistant/Director of House Services

The Clerk Assistant/Director of House Services' responsibilities include

- researching and preparing reports on matters of procedure and practice referred to the table;
- producing the Assembly's Order Paper, Votes and Proceedings and *Journals*;
- reviewing and registering all documents related to the operation of the House, including bills, written questions, motions and motions for returns;
- ensuring that all administrative, financial and support services are available for the effective operation of standing and special committees of the Assembly;
- serving as administrative secretary to the Alberta

branch of the Assemblée parlementaire de la Francophonie;

- maintaining custody of Assembly and committee records and co-ordinating their retrieval and disposition;
- supervising the editing, production and indexing of *Alberta Hansard*, the official report of the debates of the Assembly and its committees;
- supervising the operating of the Assembly's sound amplification and recording systems; and
- managing printing for some sessional publications.

In the Clerk's absence the Clerk Assistant has all the authority of the Clerk in procedural matters.

47. Parliamentary Counsel: Legal Services

Parliamentary Counsel are the legal and procedural advisers to the Speaker, the Assembly, its committees, Members and officers of the Legislature when requested. Counsel provide legal services on a confidential and nonpartisan basis and in a variety of areas, including

- defending and asserting the rights, privileges and immunities of Members and the Assembly;
- drafting private Members' public bills and amendments;
- assisting Members in drafting motions, motions for returns and written questions;
- assisting caucuses and Members in interpreting statutory provisions concerning Members' benefits, rights and immunities, including the *Legislative Assembly Act* and Members' Services orders;
- briefing Members and petitioners on procedures for private bills;
- advising the Speaker and Clerk on procedural and legal matters in general;

- certifying the correctness of all bills and amendments;
- serving as table officers in the House with the Clerk, Clerk Assistant and Clerk of *Journals*/Table Research;
- acting as general legal counsel for the Legislative Assembly Office on legal matters, including contractual obligations;
- assisting Members with administering oaths and using their ex officio notarial powers;
- advising Executive Council and Members of reports required to be tabled in the House; and
- providing general education to the legal community, other government departments and the public about the Legislative Assembly.

48. Director of Visitor, Ceremonial and Security Services and Sergeant-at-Arms

The Sergeant-at-Arms is responsible for

- directing the security staff of the Assembly in maintaining order in the galleries and precincts of the Chamber;
- safekeeping of the Mace, Black Rod and fittings and furniture of the Chamber;
- selecting pages and managing the Legislature Page program;
- ensuring the safety and security of MLAs and their offices both inside and outside the capital;
- planning and executing ceremonial events as well as providing advice on ceremonial and protocol matters;
- performing ceremonial functions connected to the daily operation of the Assembly as well as special occasions such as the official opening, Royal Assent and prorogation;

- producing and delivering public education and outreach programs and materials for the Assembly;
- welcoming and assisting visitors, conducting tours, assisting with special events and promoting public visits to the Legislature;
- developing and maintaining the Legislative Assembly Interpretive Centre and Gift Shop; and
- developing business continuity plans for the LAO.

49. Legislature Librarian: Library Services

The Legislature Librarian is responsible for

- providing reference and information services to Members, Legislative Assembly staff and the Alberta public;
- acquiring books, government publications, periodicals and newspapers to support Members' information and research needs;
- co-ordinating the development and provision of electronic services, including regular customized updating services;
- regularly recording Oral Question Period and local news programming;
- alerting Members and their staff to newly acquired information sources;
- providing training in the use of electronic services to Members and their staff;
- maintaining and microfilming Alberta weekly newspapers;
- producing bibliographies and other current awareness services, which Members can access both in print and under Resources on the Legislative Assembly Office website; and
- developing policies, standards and procedures for the acquisition and preservation of information in a variety of formats.

50. Director of Information Technology and Human Resource Services

The director is responsible for all components of Human Resource and Information Technology Services.

Information Technology Services

The director is responsible for

- acquiring, evaluating, installing and maintaining computer hardware and software;
- developing, implementing and maintaining the Assembly's plans for information systems;
- managing databases and data telecommunication and controlling inventory of all computer hardware and software;
- preparing and administering the Information Technology Services budget as well as other individual project budgets for Information Technology Services;
- hiring support staff and consultants as required;
- chairing the Assembly's information systems management committee and representing the Assembly's interests in all related areas;
- keeping abreast of trends in technology;
- establishing policies, standards and procedures for system applications, including managing appropriate security controls; and
- providing advice, support and training for Members and Assembly staff with respect to information systems.

Human Resource Services

The director is responsible for

- advising on employment and policy issues,
- assisting the Members' Services Committee in reviewing Members' benefits and entitlements,
- managing the Legislative Assembly human resource

and payroll system,

- co-ordinating MLA and staff compensation plans and administering employee and service contracts,
- managing the recruitment and retention policies for nonpartisan positions,
- co-ordinating career counselling and learning and development programs,
- co-ordinating the LAO health and safety program, which ensures safe work practices and promotes health and wellness initiatives, and
- supplying HR systems and services during election and transition periods and throughout the life of each Legislature.

51. Director of Financial Management and Administrative Services and Senior Financial Officer

The director is responsible for

- administering the *Freedom of Information and Protection of Privacy Act* as it pertains to the Legislative Assembly;
- records management for the Assembly and providing advice and support on records management issues to Members of the Assembly and staff;
- processing financial transactions and administering Members' allowances;
- providing administrative support and services;
- procuring and managing materials, supplies and other Legislative Assembly assets;
- co-ordinating development of the Legislative Assembly Office budget; and
- maintaining the official financial records of the Legislative Assembly Office.

House Procedures

Please note: this Chapter is under revision.

Interparliamentary Relations

Commonwealth Parliamentary Association

111. Purpose

The Commonwealth Parliamentary Association (CPA) fosters understanding and co-operation among parliamentarians from Commonwealth countries and promotes the study of and respect for parliamentary institutions. Each jurisdiction constitutes a branch and has its own executive; membership is made up of those elected to that jurisdiction's parliament. The various branches are grouped geographically into seven regions, each of which is represented on the executive committee of the association and sponsors regional conferences and seminars.

112. Alberta Branch

The Alberta branch consists of all Members of the Legislative Assembly. Following CPA practice, the president of the branch is the Speaker of the Legislative Assembly, the vice-presidents are the Premier and Leader of the Official Opposition and the secretary is the Clerk. Funding for branch operations, including all membership fees and a grant to the CPA General Council, is voted by the Assembly in its annual estimates.

113. Canadian Region

The Canadian region of the CPA consists of the Alberta branch, branches representing the parliaments of the other nine provinces and the three territories and the branch representing the federal Parliament.

114. Conferences, Seminars and Exchanges

Delegates from the Alberta branch may attend the following CPA functions:

- The Commonwealth Parliamentary Association Conference, usually held in late summer or early fall and hosted by a different region each year.
- The Canadian regional conference, usually held in the summer and hosted by a different branch each year. Alberta hosted the 2001 conference in Edmonton.
- The Canadian regional seminar, which normally takes place in late fall or early winter and is hosted by a different branch each year.

In addition to these formal gatherings the branches of the Canadian region encourage interbranch exchanges and visits by delegations and individual Members. The Alberta branch receives visitors from other jurisdictions. Members are encouraged when travelling throughout the Commonwealth to visit other branches of the association.

115. Publications

Members of the Alberta branch receive two quarterly CPA publications. *The Parliamentarian* is published by the CPA secretariat and contains articles, book reviews and bibliographies on parliamentary and constitutional topics as well as reports of major proceedings in Commonwealth parliaments. The *Canadian Parliamentary Review* reports on conferences, seminars, appointments and related matters of interest to Canadian members.

The secretariat and the secretary-general of the CPA also publish newsletters at regular intervals. These contain news about parliamentary and political events in the Commonwealth and association activities.

The annual report of the Alberta branch is published in the spring as part of the Legislative Assembly Office's annual report.

116. Ties and Pins

CPA ties and pins are available from the Clerk, secretary of the Alberta branch, on the eighth floor of the Legislature Annex.

117. Further Information

Further details about the Commonwealth Parliamentary Association may be found in the booklet *Commonwealth Parliamentary Association: Aims, Organization, Activities*, which the Speaker's office distributes to all Members.

118. Other Associations

The Assembly has involvement in a number of other interparliamentary associations and organizations, including the *Assemblée parlementaire de la Francophonie (APF)*; the *National Conference of State Legislatures, U.S.A. (NCSL)*; the *Pacific Northwest Economic Region (PNWER)*; the *Canada/Ukraine legislative exchange program*; the *Partnership of Parliaments*; and the *Alberta/Mpumalanga, South Africa, twinning agreement*.

